

~~SECRET~~

CSPD Memo 63-8

16 July 1963

MEMORANDUM FOR: All Members of CSPD

SUBJECT : Routing of Weak Fitness Reports

The following memorandum dated 27 June 1963 from Chief, Special Activities Staff is quoted for your guidance:

"1. Pursuant to our recent meeting with Mr. Echols on the routing of Weak FR's, wherein it was established that Weak reports and reports citing employee misconduct were to be routed to SAS, it is requested that such Fitness Reports be forwarded as promptly and directly as possible following the appropriate OP logging.

2. It is also requested that in every case in which a written reprimand, warning memo or probation memo is issued, a copy of such memo be made available for SAS, and that whenever possible this Staff be consulted prior to the issuance of such a memo, particularly if there is any possibility that further disciplinary or corrective action may be required."

25X1

Chief, Clandestine Services
Personnel Division

GROUP I
Excluded from
automatic downgrading
and declassification

~~SECRET~~